**CTCT 5260/5263/**

**6260/6266**

**Applied Computer Technology**

*Spring 2017*

Business Education

College of Education

Dr. Leane Skinner

334-844-3823 skinnal@auburn.edu

Office Hours:

By Appointment

**Syllabus**

**SYLLABUS PREPARED: Spring 2016**

**TEXTS, RESOURCES and SUPPLIES:**

REQUIRED

QuickBooks Online Plus

<https://www.pearsonhighered.com/program/Horne-Quick-Books-Online-Plus-A-Complete-Course-2016-Access-Card-Package/PGM1102955.html>

REFERENCE

Weygandt, Kimmel, & Kieso (2009). *Accounting principles.* Wiley Publishing. 9th edition. Volume 1 Chapters 1-12. ISBN: 978-0-470-31755-6

Weygandt, Kimmel, & Kieso (2009). *Accounting principles: Working papers.* Wiley

Publishing. (9th edition 1 Chapters 1-7. ISBN: 978-0-470-38668-2.

**COURSE DESRIPTION:**

Capstone course with emphasis on integration of business software for decision making, processing, collaboration and management functions, including accounting and financial management

**COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

1. Demonstrate an understanding of spreadsheets and computerized accounting software, including concepts, operations, procedures, and systems.
2. Demonstrate knowledge of accounting principles and personal and business finance.
3. Utilize manual and computerized accounting systems to record business transactions and prepare financial solutions in different business environments.
4. Demonstrate techniques for managing business costs and developing financial strategies vital to business success.

**COURSE OUTLINE:**

See “ Modules” in Canvas

Tips for Assignments:

1. When submitting the files to Canvas, please be sure to label all assignments with your name, the chapter number, assignment name, and page number. If I cannot easily and readily identify the assignment, no credit will be earned by the student for the submission. (i.e. skinner\_chapter1\_topic1\_1\_pg13)

**COURSE REQUIREMENTS:**

1. Read and study assigned materials.
2. Take all exams.
3. Complete and turn in assignments at the assigned time. **This is a very fast-paced course. It is highly recommended that you stay on schedule with assignments.** All weekly assignments are due by midnight each Sunday. All projects will be evaluated on accuracy, completeness, professional appearance, and ability to follow directions. If assignments are not your own individual work, you will receive a “0” for the assignment.
4. Complete computerized accounting simulation.

GRADING:

**Undergraduate:**

Exams/Projects 55%

Weekly Assignments/Projects 15%

Computerized Comprehensive Accounting Project 30%

 **100%**

The following grading scale will be used:

90% - 100 % = A

80% - 89.9% = B

70% - 79.9% = C

60% - 69.9% = D Below 60% = F

**NOTE TO DISTANCE LEARNING STUDENTS:**

Proctor U (More information to follow)

**Course Policy Statements:**

A. Students are expected to participate in all classroom exercises

B. Make-up quizzes and exams will be given only for University-approved excuses (as outlined in the Tiger Cub). Arrangements to take the make-up quizzes or exams must be made in advance. Students who miss a quiz or an exam because of illness need a doctor's statement for verification of sickness and should clear the absence with the instructor the day they return to class.

C. Auburn University is committed to providing accommodations and services to students with disabilities. Students who need special accommodations should refer to [www.auburn.edu/disability](http://www.auburn.edu/disability) and contact:

The Program for Students with Disabilities

1244 Haley Center

Auburn University, AL 36849

334-844-2096 PH

334-844-2099 FAX

haynemd@auburn.edu

D. All portions of the Auburn University Honesty Code found in the Tiger Cub (Title

XII) will apply in this class.

E. F. Professional commitments and dispositions are listed below:

- Engage in responsible and ethical professional practices

- Contribute to collaborative learning communities

- Demonstrate a commitment to diversity

- Model and nurture intellectual vitality

G. The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.

H. Incompletes are not given except in extenuating and documented circumstances. This is determined by the instructor.